



The Interview Process:

A Guide for Convent & Stuart Hall High School Students

Understanding the Interview Process

1

Submit Application

This includes your resume, cover letter and any additional information

2

Interview Invitation

If you are considered a top candidate you will be invited to interview in person or by Zoom.

3

Interview Preparation

Research industry, company and role, think about what you want to ask and practice common interview questions



Understanding the Interview Process

4

The Interview

Use your prep! Smile! Eye Contact! Be confident!



5

Follow Up

Send an email thank you shortly after the interview concludes - within 24 hours

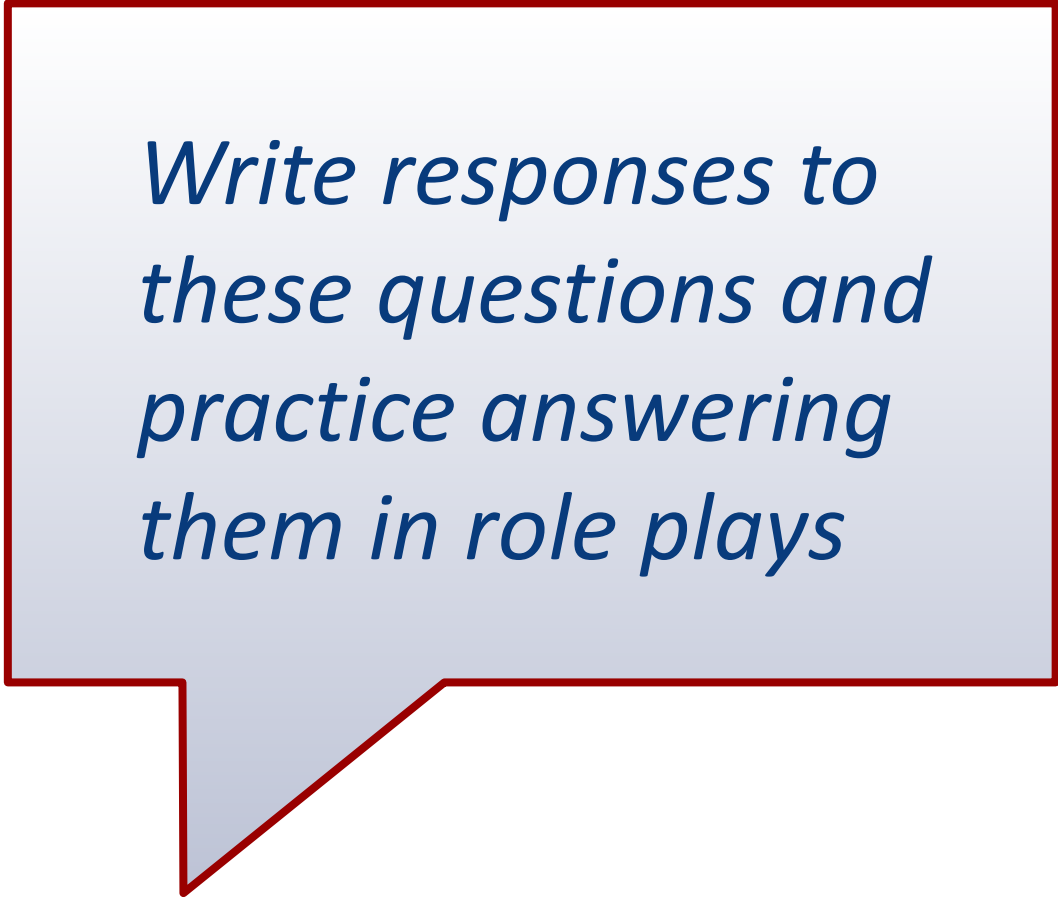
Prepare for Commonly Asked Questions

About You

- Tell me about yourself
- What are your greatest strengths and weaknesses?
- How would your teachers or classmates describe you?
- What are you most proud of?
- What do you plan to study in college?

Goals & Motivation

- Why do you want this position?
- Where do you see yourself in 5 years?
- What are you hoping to get out of this experience?
- What subjects or topics are you most passionate about?



Write responses to these questions and practice answering them in role plays

Other Common Interview Questions

Experience & Skills

- Tell me about a time you worked on a team
- Tell me about a project you're proud of
- Do you have any relevant experience or skills for this role?

Leadership & Problem Solving

- Tell me about a time you took initiative
- Describe a situation where you had to manage competing priorities
- Have you ever disagreed with someone — how did you handle it?
- Tell me about a time you failed and what you learned from it

From Your Resume

- Be prepared to answer any questions relating to your resume

Tell Me About Yourself...

Tell me about yourself?

- Start with your headline
- Highlight relevant experiences, interests and skills that will help you do the job
- Include specific classes you are taking, teams and clubs you belong to, part-time jobs, volunteer roles, coding or creative skills
- Keep it short and sweet
- Link it back to the job role where you can
- Answer the question - who are you, what are you passionate about and why is this job is right for you



Tell Me About Yourself...

Sample Response

High school student who is interested in medicine and psychology, interviewing for a job shadow in pediatrics....

HEADLINE: "I'm someone who wants to understand not just how the body works, but how the mind and body work together to shape a person's health."

"I'm a junior in high school with a strong interest in medicine, particularly the connection between neurology and psychology — I'm fascinated by how emotional wellbeing shows up in physical health. That's actually what draws me to pediatrics, because I think the early years are where so much of that foundation is built.

In school, I'm taking IB Biology and IB Math, which have really pushed me to think analytically and approach problems with evidence. Outside of class, I'm part of my school's Health Careers Club. I also volunteer on Saturday mornings at a reading program for younger kids — it's shown me how much I enjoy working with children and how rewarding it is when you can see someone grow.

In my free time I've been reading about the developing nervous system in children, and it's made me even more curious about how pediatricians approach the whole child — not just the physical symptoms.

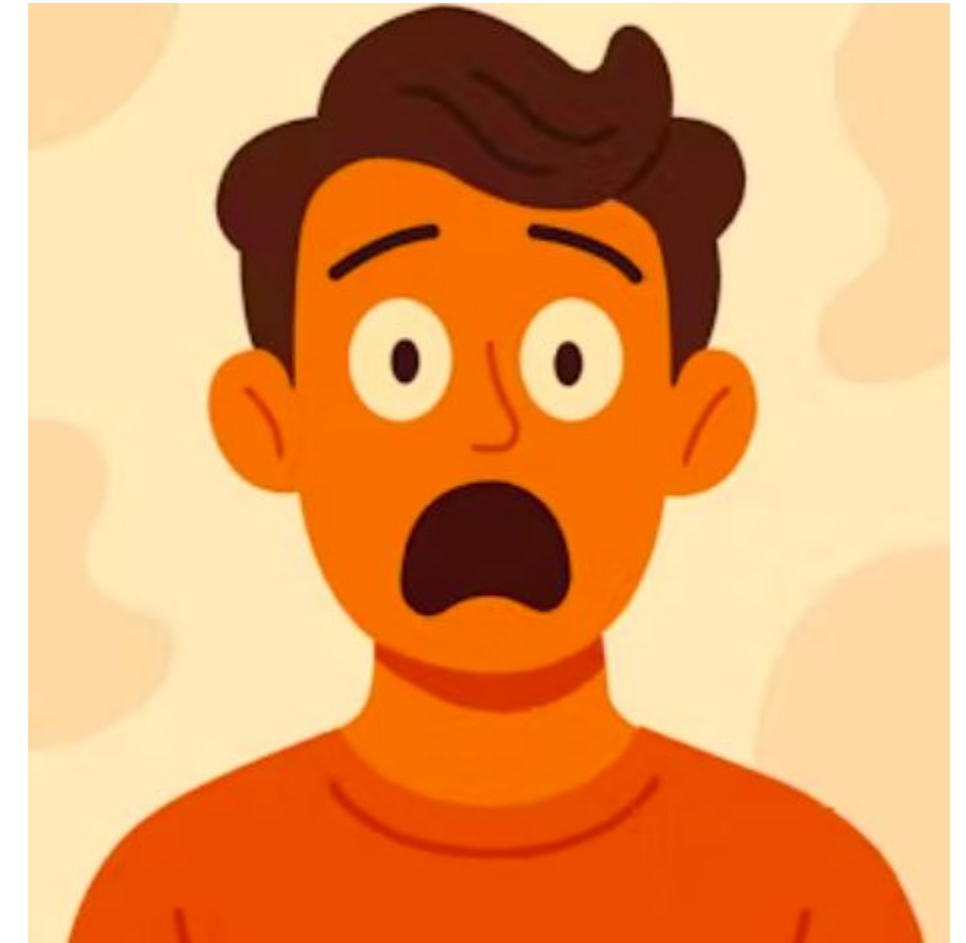
This job shadow feels like a really meaningful next step for me. I want to see what patient care actually looks like day to day, and I'm eager to learn as much as I can from everyone in the office."

Share a time when you failed...

Share a time you overcame an obstacle /

Share a time when you failed...

- Employers want to hear an example of your grit and perseverance, how you problem solve and how you learn from weakness or failure
- Spend minimal time describing the obstacle / failure
- Spend most of your time talking about what action you took, the results of your action and what you learned
- Pick a real challenge - make yourself vulnerable
- But.....avoid picking a fatal flaw



Share a time when you failed...

Sample Response

High school student who is interested in medicine and psychology, interviewing for a job shadow in pediatrics....

"In my first semester of IB Biology, I failed my first internal assessment draft — something I hadn't experienced before.

Once I got past the initial embarrassment, I sat down and figured out exactly where I'd gone wrong. I realized I had been summarizing information rather than analyzing it. So I went back to the assessment criteria line by line, met with my teacher, and rewrote it from scratch. I'm now one of the top students in the class.

What I learned was that understanding *why* something went wrong is more valuable than just working harder. And that asking for help early isn't a weakness — waiting too long is. I've carried that into how I approach everything now, and honestly, it's part of what draws me to medicine — you have to understand the root cause of a condition before you can treat it."

STAR Method: Interview Framework



The STAR method is simple framework for answering interview questions by walking through a real-life example using four steps: Situation, Task, Action, Result

S Situation: Provide context so the interviewer understands the example

T Task: Explain your role and responsibility in that situation

A Action: Describe the specific actions you took to handle the situation

R Results: Share the outcome of your actions, be specific with impact

STAR Method: Interview Framework



- S** Situation: Provide context so the interviewer understands the example
- Set the scene with context; describe the background of your example
 - Keep it short — just enough so the interviewer understands the story
 - *Example: "In my IB Biology class, our group was working on a project with a tight deadline and a lot of moving parts."*
- T** Task: Explain your role and responsibility in that situation
- What were you tasked to do?
 - What challenge or goal were you facing?
 - *Example: "As the group lead, I needed to keep everyone organized and make sure we stayed on schedule."*

STAR Method: Interview Framework



A Action: Describe the specific actions you took to handle the situation

- This is the most important part — focus on **YOUR** actions
- Use "I" not "we" — interviewers want to know what **YOU** did
- *Example: "I scheduled regular check-ins, divided tasks based on each person's strengths, and set up a shared doc so everyone could see progress in real time."*

R Results: Share the outcome of your actions, be specific with impact

- What happened because of your actions?
- Use numbers or specifics when possible
- End on a positive note, even if the outcome wasn't perfect
- *Example: "We submitted on time and earned a 9 out of 10. It was a great reminder of how much a little organization can help a team succeed."*

Develop questions you want to ask

Research the company and person interviewing you and prepare questions to ask

About the Experience

- What does a typical day look like for someone in this role?
- What would you hope I take away from this experience?
- What skills do you think are most important to develop in this position?

About the Organization

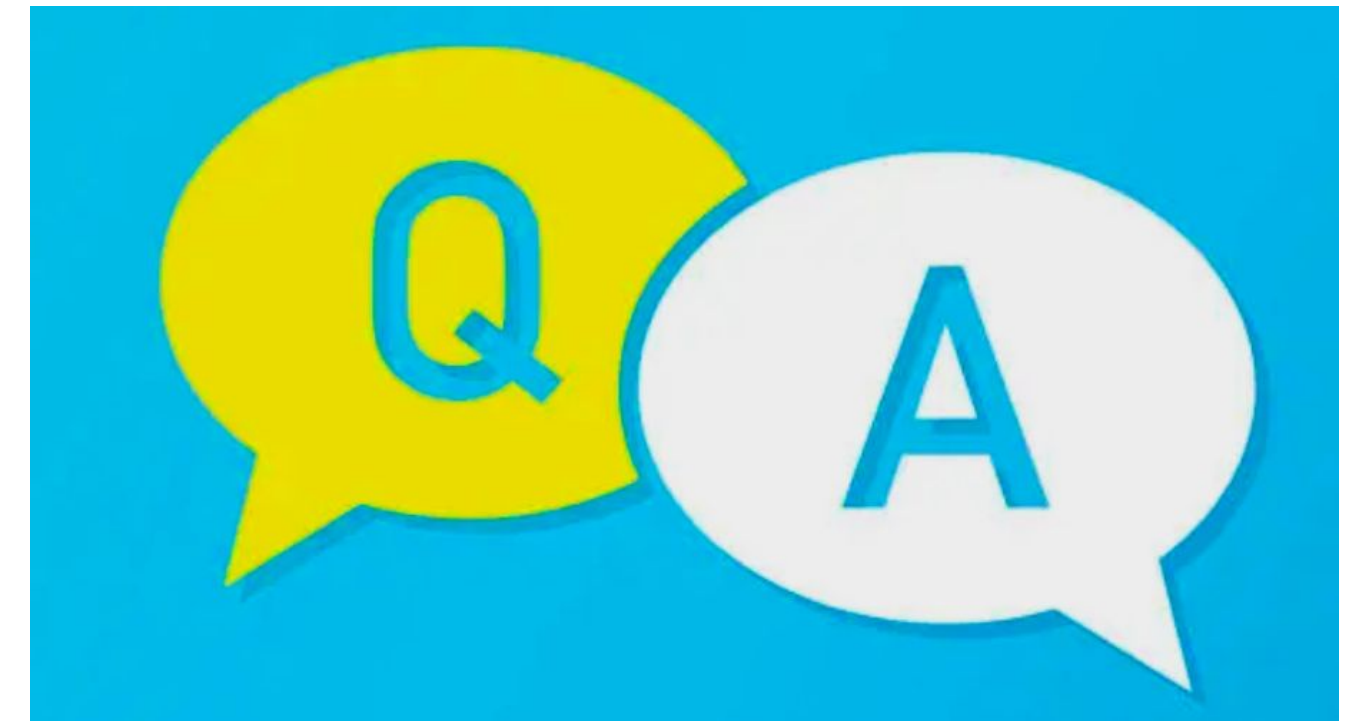
- What do you enjoy most about working here?
- How would you describe the culture of your team?

About Growth & Learning

- What have previous interns or job shadow students gone on to do?
- Is there anything I can read or do to prepare before I start?

Showing Genuine Interest

- What does success look like in this role?
- Is there anything about my application or our conversation today that I can clarify or expand on?



Dress for Success: Appearance Tips



Dress business casual: select a neat and professional outfit such as dress pants, khakis or skirt, a button down shirt or blouse or a blazer.



Polished footwear: Wear clean and comfortable shoes that match your outfit.



Minimal accessories: Keep jewelry and accessories minimal and professional

Body Language: Dos and Don't

1

Maintain Eye Contact

Look at your interviewer when you are speaking to them and when they are speaking to you

2

Smile and Nod

Show interest and engagement throughout the interview

3

Open Body Language

Sit up straight and keep a relaxed, but professional, posture

4

Avoid Distractions

Put your phone away, avoid fidgeting and focus on the conversation



Zoom Interview Tips



Pay close attention to your background. Make sure it is appropriate and not distracting. It's okay to use your parents' workspace, blur the background or use a virtual background.



Look at your screen during the interview. Try to avoid looking down or at distracting objects around your house.



Put your phone on Do Not Disturb so you aren't distracted by notifications and, ideally, put it away so you aren't tempted to check it

VIRTUAL INTERVIEWS ARE ALWAYS CAMERA ON!!

Practice and Reflect

Mock Interviews

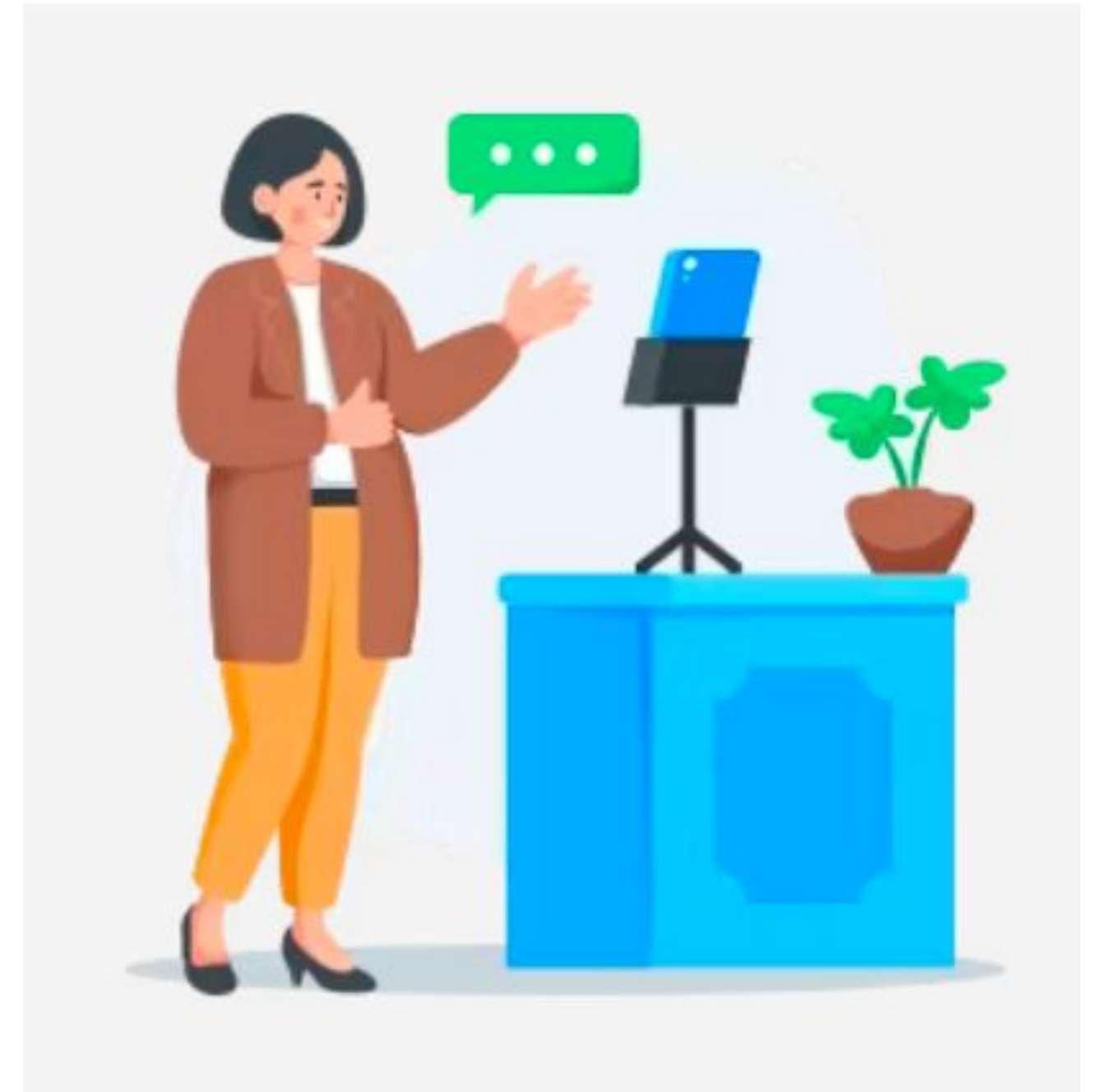
Sign up for mock interviews sessions or practice with friends and family to get comfortable

Self - Reflection

After each interview think about what went well and what you want to improve

Seek Feedback

Ask for feedback from the people who conducted mock interviews with you



Questions?

CareerStart

Convent & Stuart Hall

